

## COPY CERTIFICATIONS

1. A certified copy is a notarial act in which a Notary certifies that a photocopy of an original document is a complete and true reproduction of the original document.
2. Documents **never** to be copy certified:
  - U.S. Naturalization Certificates [U.S. Penal Code Section 75 and U.S. Code, title 18, Section 137].
  - Vital Records, such as birth or death certificates.
  - Recordable Documents, such as deeds.

### Steps to Certify a Copy

1. The document custodian personally appears before the Notary.
2. The Notary positively identifies the custodian.  
The Notary makes the photocopy
3. The Notary completes certificate wording for a copy certification and affixes the official signature and seal.
4. The Notary affixes the certificate to the first page of the copy.

### Copy Certification Wording

State of New Hampshire

County of \_\_\_\_\_

I certify that this is a true and correct copy of a document in the possession of  
\_\_\_\_\_. Dated \_\_\_\_\_.

\_\_\_\_\_  
(Signature of notarial official)

seal

\_\_\_\_\_  
Title (and Rank)

My commission expires: \_\_\_\_\_